



Rental and Special Event Application and Checklist

Parks and Recreation Department

Thank you for choosing Fluvanna County for your upcoming event. We are ready to assist!
 Completion of this application is the first step in process to secure the necessary approvals for your event.

| APPLICANT INFORMATION | | | | | | |
|---|------|--|--|---|-----------------|--|
| <i>Please notify the Parks Department if any information below changes.</i> | | | | | | |
| Applicant Name (Last, First MI) | | | | 18 Yrs of Age or Older? <input type="checkbox"/> Yes <input type="checkbox"/> No | | County Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Application Type: <input type="checkbox"/> Individual <input type="checkbox"/> Non-Profit Org. <input type="checkbox"/> For Profit Org. | | | Liability Insurance?* <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Business / Organization / Group Name | | | Event On-Site Manager Name and Phone Number | | | |
| Mailing address | | | City | | State | Zip |
| Phone | Cell | | Email | | Event Type/Time | |

- | General Requirements |
|--|
| <ol style="list-style-type: none"> 1. Submit your application to Fluvanna County Parks and Recreation at least ninety (90) days before your event (may be submitted up to twelve (12) months in advance). 2. Deposit required with application to secure date(s). 3. Fee Payments required two (2) weeks prior to the event. 4. Supporting documents can be submitted with your application or at least 30 days prior to the event. 5. Incomplete, illegible, and/or unsigned applications will not be processed. 6. For questions or assistance, please contact Parks and Recreation at (434) 589-2016. |

- | Complete Rental Application (Page 2)
for any of the following rentals: |
|---|
| <ul style="list-style-type: none"> <li style="width: 33%;">• Community Center Rooms <li style="width: 33%;">• Carysbrook Gym <li style="width: 33%;">• Tents, Tables, and Chairs <li style="width: 33%;">• Canoe or Kayak <li style="width: 33%;">• Athletic Fields (hourly) <li style="width: 33%;">• Picnic Shelter (under 50 people) |

- | Complete Special Event Application (Pages 3-6)
for any gathering with any of the following elements: |
|---|
| <ul style="list-style-type: none"> <li style="width: 33%;">• Community Event <li style="width: 33%;">• Walk/Run Event <li style="width: 33%;">• Sports Tournaments <li style="width: 33%;">• Alcohol <li style="width: 33%;">• Amplified sound <li style="width: 33%;">• Sales of food, goods, or merchandise <li style="width: 33%;">• Tents <li style="width: 33%;">• Inflatables <li style="width: 33%;">• Wedding <li style="width: 33%;">• Picnic Shelter (50+ people) <li style="width: 33%;">• Stages |

| Special Event Fees (Admission/Non-Admission Events) * 50% discount for 501(c) Organizations | | | | | | |
|---|----------------|-----------------------|--------------------|---------------------------|------------------------|------------------------------|
| | Pole Barn Area | Pole Barn Area w/ ABC | House Grounds Area | House Grounds Area w/ ABC | Entire Park Event Area | Entire Park Event Area w/ABC |
| Events | \$350 | \$400 | \$350 | \$400 | \$700 | \$750 |
| Weddings | \$250 | \$300 | \$250 | \$300 | \$500 | \$550 |

Rental Application

- Photo ID required \$200 Deposit required per venue or equipment rental when Application is submitted

| Facility Requested | Unit | Fees | | Date(s) | Total Fee |
|---|------------|----------|--------------|---------|-----------|
| | | Resident | Non-Resident | | |
| Carysbrook Gymnasium | Hour | \$80.00 | \$92.00 | | |
| Carysbrook Sports Complex Baseball Field | Hour | \$25.00 | \$28.75 | | |
| Carysbrook Sports Complex Softball Field | Hour | \$25.00 | \$28.75 | | |
| Comm. Center Multi-Purpose Rm (125 people) | Hour | \$90.00 | \$103.50 | | |
| Comm. Center Multi-Purpose Rm (125 people) | Hour w/ABC | \$100.00 | \$115.00 | | |
| Comm. Center Meeting Room (30 people) | Hour | \$30.00 | \$34.50 | | |
| Pleasant Grove Park Pole Barn | 8am-1pm | \$80.00 | \$92.00 | | |
| Pleasant Grove Park Pole Barn | 3pm-Dusk | \$80.00 | \$92.00 | | |
| Pleasant Grove Park Pole Barn | Day | \$150.00 | \$172.50 | | |
| Pleasant Grove Park Baseball/Softball Field | Hour | \$15.00 | \$17.25 | | |
| Pleasant Grove Park Soccer Field (3 avail) | Hour | \$15.00 | \$17.25 | | |
| Eastern Trailhead Large Pavilion (40 people) | Day | \$50.00 | \$57.50 | | |
| Eastern Trailhead Small Pavilion (25 people) | Day | \$25.00 | \$28.75 | | |
| Equipment Requested | | | | | |
| Chairs (150 avail) | Day | \$4.00 | \$4.60 | | |
| Tables - 6' Rectangular (70 avail) | Day | \$6.00 | \$6.90 | | |
| Tables - 8' Round (12 avail) | Day | \$8.00 | \$9.20 | | |
| 14' x 20' Tent Canopy (2 avail) | Day | \$100.00 | \$115.00 | | |
| 18' x 30' Tent Canopy (4 avail) | Day | \$150.00 | \$172.50 | | |
| Canoes (8 avail; includes life vest and paddle) | Weekday | \$25.00 | \$28.75 | | |
| Canoes (8 avail; includes life vest and paddle) | Weekend | \$60.00 | \$69.00 | | |
| Kayaks (8 avail; includes life vest and paddle) | Weekday | \$25.00 | \$28.75 | | |
| Kayaks (8 avail; includes life vest and paddle) | Weekend | \$60.00 | \$69.00 | | |

HOLD HARMLESS CLAUSE

- The responsible party / renter agrees to hold harmless the Department of Parks and Recreation, Fluvanna County, and its officials and employees from and against any and all claims, suits, actions, damages and/or causes of action during the term of this agreement, for any personal injury, loss of life, property and/or damage to property sustained in or about the said premises, and from and against all costs, expenses and liability incurred in and about any such claims the investigation thereof or the defense of any action process brought thereon, and from and against any orders and/or judgments that may be entered therein including court costs and attorneys' fees, arising out of or resulting, directly or indirectly, from the Service Provider's (or Service Provider's subcontractor's) performance or breach of the contract.
- The responsible party / renter also agrees that by signing below they will pay for any damages incurred while using the facility and certifies that the rules for use have been read and understood.

| | | |
|---------------------|-----------------|------|
| Applicant Signature | Applicant Title | Date |
|---------------------|-----------------|------|

Special Event Application

* Applicants must submit a copy of their **Certificate of General Liability Insurance** in the amount of \$1,000,000 naming Fluvanna County as “additional insured” and the certificate holder for the date(s) of your event to include set up and tear down dates.

* Applicants must also have Fluvanna County listed on the applicants General Liability policy of insurance, including coverage for property damage while park property is occupied by the permittee.

* Supporting documents below can be submitted with your application **or at least 30 days prior to the event:**

- Certificate of insurance (*Listing Fluvanna County as “Additional Insured”*)
 - Any additional permits and licenses required (*e.g., ABC License, Health permit, etc.*)
 - *Photo ID required \$200 Deposit required per venue or equipment rental when Application is submitted*

Section A – EVENT INFORMATION

| | | |
|------------|-------------------|---|
| Event Name | Event Description | Open to General Public? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|------------|-------------------|---|

Anticipated Participants: 51– 250 151- 500 501 – 2,500 2,501 – 5,000 5,000+

Event Type (*check all that apply*)

- | | | | | |
|---|-----------------------------------|---|-------------------------------------|---|
| <input type="checkbox"/> Parade/Run/Walk/Bike Event | <input type="checkbox"/> Festival | <input type="checkbox"/> Private Party | <input type="checkbox"/> Trail Ride | <input type="checkbox"/> Tournament |
| <input type="checkbox"/> Community Event | <input type="checkbox"/> Wedding | <input type="checkbox"/> Sporting Event | <input type="checkbox"/> Concert | <input type="checkbox"/> Family Reunion |

Event Location Requested (*check all that apply*)

- | | | | |
|--|---|--|--|
| Pleasant Grove Park: <input type="checkbox"/> House Grounds Area | <input type="checkbox"/> Pole Barn Area | <input type="checkbox"/> Entire Event Area | <input type="checkbox"/> Athletic Fields |
| Carysbrook Sports Complex: <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Baseball Field | <input type="checkbox"/> Softball Field | |
| Community Center: <input type="checkbox"/> Stage Room (125) | | | |

| Event Date | Set-Up Time | Start Time | End Time | Breakdown Time |
|------------|-------------|------------|----------|----------------|
| | | | | |
| | | | | |

Event Activities (*check all that Apply*)

- | | | | | |
|--|-------------------------------------|--|--|---------------------------------------|
| <input type="checkbox"/> Vendors (non-food) | <input type="checkbox"/> Alcohol | <input type="checkbox"/> Bleachers | <input type="checkbox"/> Petting Zoo | <input type="checkbox"/> Staging |
| <input type="checkbox"/> Vendors (food) | <input type="checkbox"/> Barricades | <input type="checkbox"/> Tent(s) | <input type="checkbox"/> Banners/Signs | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Mechanical Rides/ Inflatables | <input type="checkbox"/> Live Music | <input type="checkbox"/> Satellite Parking | <input type="checkbox"/> Generator(s) | <input type="checkbox"/> Other: _____ |

Section B – MEDICAL

Please include the event’s medical communication plan, contact number, first aid station location, and types of resources that will be at the event, description of how resources will be managed and deployed, as well as hours of set-up and dismantle of medical aid stations, as applicable.

| |
|--|
| |
| |
| |

Section C – FOOD, MERCHANDISE, AND ALCOHOL VENDOR INFORMATION

A vendor is anyone who is serving, selling or sampling food, beverages or merchandise. Please note, any individual or organization cooking food on site to be sold to the general public on County property MUST obtain a permit through the Fluvanna County Health Department at (434) 972-6259 and present a copy of endorsement with this application along with your Coordinators Check List.

Food Service *(check all that apply)*

- | | | |
|--|--|--|
| <input type="checkbox"/> Served | <input type="checkbox"/> Sold | <input type="checkbox"/> Catered |
| <input type="checkbox"/> Prepared in a Kitchen | <input type="checkbox"/> Prepared Outdoors | <input type="checkbox"/> Delivered from another location |

Merchandise/Crafts *(specify the number and types of vendors expected)*

Alcohol Service *(check all that apply)*

- | | | | | | |
|---------------------------------|-------------------------------|-------------------------------|-------------------------------------|--|---------------------------------|
| <input type="checkbox"/> Served | <input type="checkbox"/> Sold | <input type="checkbox"/> Wine | <input type="checkbox"/> Draft Beer | <input type="checkbox"/> Bottled/Canned Beer | <input type="checkbox"/> Liquor |
|---------------------------------|-------------------------------|-------------------------------|-------------------------------------|--|---------------------------------|

Copy of ABC Permit must be filed with Parks & Recreation office

Vendor providing the alcohol?

- Yes No

Alcohol Vendor Name(s) and Phone Number(s)

Section D – SECURITY

- As an event organizer, you are responsible for the actions and conduct of any and all persons and organizations (participants, spectators, sponsoring organization, its officers, employees, agents or person under their control as permitted by law) associated with the permitted event. The event organizer is also responsible for and will accept all costs related to policing, cleaning, and restoring the venue after the event or activity, and will reimburse Fluvanna County for any such costs incurred.
- Please provide a detailed security plan for your event if: (1) alcohol is being served, (2) materials or equipment are left overnight and/or, (3) live entertainment is provided. This document should indicate the number of security personnel per shift throughout each day of the event. The County reserves the right to require security at any special event if deemed necessary.

Private Security being used?

- YES NO

Security Company Name

Mailing Address

City

State

Zip

Phone

Cell

Fax

Email

Day of Event Contact

Phone

Cell

Section E – RESTROOMS AND WASTE DISPOSAL

Portable Restroom pick-up date and time must be within 2 days of event conclusion.

Trash Receptacles?

Portable Restrooms?

Handicapped Portable Restrooms?

Portable Restroom Provider Name

Phone Number

Delivery Date

Pick-Up Date

Section F – STRUCTURES, TENTS, BLEACHERS, AND STAGES

Any structure, tent, bleacher or stage that will be inspected prior to the event may require additional forms and permit requests.

Tents (Codes: **C** - Cooking underneath; **S** - Sales of food, merchandise, etc.; **D** – Info, registration, non-sales displays)

| Code | No. of Tents: | Sizes (Sq Ft) |
|------|---------------|---------------|
| | | |
| | | |

| Bleachers, Stage(s), or Scaffolding | |
|-------------------------------------|----------|
| Size | Supplier |
| | |
| | |

Mechanical Rides or Inflatables

Section G – PARKING AND TRANSPORTATION

Special parking permits and signage may be required.

| | | |
|--|---|--|
| <p>How will people get to/from your event?</p> <input type="checkbox"/> Personal Vehicles <input type="checkbox"/> Shuttle/ Satellite Parking <input type="checkbox"/> Other; Explain: _____ | <p>Where will the event attendees/participants park?</p> <input type="checkbox"/> On-Street / Public Parking <input type="checkbox"/> Reserved Parking <input type="checkbox"/> Satellite Parking Location: _____ | <input type="checkbox"/> School Grounds <input type="checkbox"/> Church Grounds |
|--|---|--|

Special Parking Needs (for RV's, trailer, support vehicles)

| Vehicle Description | Location (Provide on-site map) | Purpose |
|---------------------|--------------------------------|---------|
| | | |
| | | |

Will your event require additional traffic/parking control at the entrance or anywhere on the grounds? YES NO

Section H – MAP AND LOGISTICS

All site and route maps are subject to the approval of Parks & Recreation Dept.

Site Map (required for all applicants)

Attach a site map clearly indicating the layout of the event. The site map should indicate the relative location of the following: (1) all sources of amplified sound, (2) tents and canopies with sizes; (3) stages, (4) promotional vehicles, (5) inflatables, (6) portable toilets, (6) dumpsters, (7) fencing, barricades, and other structures, (8) proposed driving paths for all equipment and supply vehicles, (9) location of vehicles you wish to retain on county property pre, during, and post event date, (10) locations of alcohol, food and merchandise service/sale, (11) Start/Finish of a walk, run, race event, (12) medical facilities or shelters, and (13) proposed trail or street closures.

Route Map (for runs, walks, bike rides, horse trail rides)

All events that will be a run, walk, or other activity in which participants will be following a course will be required to attach a route map and a written document of the proposed route of the event. For a more detailed route map, please use a free website such as, mapmyrun.com, Bing maps or Google maps.

Attach any event-specific, additional information to the application.

Section I – OTHER PERMITS

Other County, State, and private agencies may require a permit relative to your event. Please indicate below using the following codes if you have applied or will be applying for a permit from each listed agency.

HA – Have Applied **WA** - Will Apply **N/A** - Does Not Apply to this Event **RP** - Received Permit

| Code | Dept / Agency | Issue |
|------|-----------------------|---|
| | Planning/Zoning Dept: | Noise ordinance |
| | Health Dept: | Food concessions/ food sampling |
| | Fire Dept: | Fireworks, pyrotechnics, emergency plan |
| | Virginia ABC Dept: | Alcoholic beverages |
| | Building Insp. Dept: | Equipment inspections: tents (900+ sqft), bleachers, amusement rides, generators (30+ amps) |
| | Sheriff's Dept: | Request for street, road, and/or parking lot closures |

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- The responsible party / renter also agrees that by signing below they will pay for any damages incurred while using the facility and certifies that the rules for use have been read and understood.

| | | |
|---------------------|-----------------|------|
| Applicant Signature | Applicant Title | Date |
|---------------------|-----------------|------|

Office Use Only - Checklist

| Category | Yes | No | N/A | |
|--|-----|----|-----|------------------------|
| Deposit Received | | | | Amount \$ Check # |
| Fee Received | | | | Amount \$ Check # |
| Deposit Returned | | | | Amount \$ Date: |
| Complete Rental/Special Event Application Received | | | | |
| Photo ID Checked | | | | |
| ABC License | | | | Date: |
| IRS 501(c) Status Documents | | | | |
| Site Map / Route Map | | | | |
| Parking & Shuttle / Traffic Control / Barricade Plan | | | | |
| Insurance Certificate of Liability | | | | |
| Security Required | | | | |
| Communications Plan | | | | |
| Park Admin Approval | | | | |